

Verification Policy for the 2017-18 Academic Year Updated May 11, 2017

Students Selected for Verification for the 2017-18 Academic Year

Students who are selected for verification will be required to submit a completed verification worksheet and provide 2015 tax documentation by one of the following methods:

- (Effective April 24, 2017) a signed copy of the 2015 federal tax return (1040, 1040A, or 1040EZ)
- 2015 federal tax return transcript available through www.irs.gov
- Non-tax filers are required to submit 2015 W-2s

Please note: If the FAFSA was completed using the IRS Data Retrieval Tool, these tax forms are not required.

Students who have (or will) file both the 2016-17 and 2017-18 FAFSAs

Due to the 2016-17 and 2017-18 FAFSAs both requiring 2015 tax information, UE is required by the U.S. Department of Education's regulations to resolve any conflicting information submitted. Students may be required to complete verification of both the 2016-17 and 2017-18 FAFSAs.

Students are encouraged to comply with all requests from the Office of Financial Aid within 30 days or face the loss of aid for either year. Depending upon the year for which the "incorrect" information exists, the student may be required to repay some or all of the federal or state financial aid s/he has received.

- Before May 1, 2017: Conflicting information between the 2016-17 and 2017-18 FAFSAs must be resolved within 30 days of notification to the student or future payments of the 2016-17 federal and state financial aid will be halted and students who are working a Federal Work-Study job must cease working.
- After May 1, 2017: Conflicting information between the 2016-17 and 2017-18 FAFSAs must be resolved within 30 days of notification to the student or future payments of the 2017-18 federal and state financial aid will be halted until the conflicting information is resolved.

If the resolution of the conflicting information results in an increase in the EFC for the 2016-17 academic year, the student will be required to repay any overpayment of Federal Pell Grant or State grant funds. The student may also be required to cease Federal Work-Study employment.

Students filing only the 2017-18 FAFSA

Students who only file the 2017-18 FAFSA must complete verification before federal, state, or institutional need-based aid will be disbursed to the student's account for the 2017-18 academic year.

Once UE has received the 2017-18 FAFSA data, the student will be able to view the documentation required to finalize his/her financial aid through Financial Aid Self-Service. Parents for whom the student has granted proxy access may also view this information through Financial Aid Self-Service.

Students Who Have Completed Verification in Either Year

Because both the 2016-17 and 2017-18 FAFSAs use the 2015 federal tax data, UE will use the verified 2015 tax data to update whichever year has not been verified. Students selected for verification in 2017-18 must still complete the 2017-18 Verification Worksheet and provide other documentation if requested.

Special Tax Situations

Documents required for Verification if an Amended Tax Return was filed

Students or parents who filed an amendment to their 2015 tax returns will be required to submit the following:

- 1) a copy of the 2015 Federal Tax Return Transcript available through www.irs.gov or a signed copy of the original 2015 tax return (1040, 1040A, 1040EZ)
- 2) a signed copy of the 1040X form that was filed along with the amended return

IRA Rollover

If your 2015 federal tax return includes an IRA Rollover, please submit a signed copy of your tax return documenting the rollover.

Tax Extensions

Because the 2017-18 FAFSA requires your 2015 income tax information, it is expected that you will have filed your tax return by the time you file the FAFSA. However, the following information is provided for those with extenuating circumstances.

Those students or parents who requested and were granted a tax filing extension must submit:

- 1) a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
- 2) copies of all 2015 W-2s and, if self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid
- 3) Once the tax return has been filed, provide one of the following:
 - a. a signed copy of the 2015 tax return
 - b. a copy of the IRS Tax Return Transcript

Special Circumstances

Students for whom UE completed a special circumstance review in 2016-17 may be eligible to submit a special circumstance request for the 2017-18 academic year as well. 2017-18 special circumstances will be reviewed after 2016 federal taxes have been filed.

Prior to the Special Circumstance review, UE will verify the 2017-18 FAFSA, regardless of whether it has been selected for verification by the U.S. Department of Education.

Types of Special Circumstances:

- 1) Loss of job
- 2) Reduction in income
- 3) Death of parent since filing the FAFSA
- 4) Reduction/Loss of child support
- 5) One-time distributions
- 6) Excessive out-of-pocket medical expenses in 2016
- 7) Elementary or secondary tuition paid in 2016
- 8) Parent separation/divorce since filing the FAFSA
- 9) Educational loan payments for parents/siblings
- 10) Bankruptcy

Please see the Special Circumstances form for documentation required to support the request.